

## MEETING SUMMARY

### HIPAA COMMUNICATIONS SUB-WORKGROUP

**September 4, 2001**

**In attendance:** Ken McKinstry (DMH), Diane Peters (DHS/MBB), Sherland Jordan (CDSS), Sue Boucher (DDS), Elaine Goto (Fresno Co. Managed Care), and Therese Hart (HHSDC)

#### **Issues/Discussions:**

- Minor modifications were made to the Sub-workgroup charter and an agreement to post the draft charter on the DMH/OHI website.
- The sub-workgroup will be re-named to Communications Sub-workgroup, eliminating the use of External which appeared to narrow the team's focus.
- Brainstormed additional information topics that should be shared, and added these categories to the Draft – OHI Communication Plan matrix.
- Two draft guidelines were prepared as follows:
  - How to address two-way communication between state Department of Health and State Department of Mental Health, Sub-workgroups and Interested Outside Entities. Author: Marilyn von Brauchitsch
  - Communication Plan: External Groups Author: Sherland Jordan

*Marilyn and Sherland -- THANK YOU FOR YOUR HARD WORK IN PREPARING THESE DRAFT GUIDELINES*

#### **Action Items:**

Review draft guidelines and be prepared to discuss at next meeting

#### **Future Meetings:**

- September 25, 2001 -- canceled
- October 16, 2001, Bateson Bldg, 9<sup>th</sup> and P, Rm 318 (note room change) 8:30 – 9:30 am
- November 6, 2001, Bateson Bldg 9<sup>th</sup> and P, Rm 332, 8:00 – 9:00 am (note time change)
- November 27, 2001, Bateson Bldg 9<sup>th</sup> and P, Rm 332, 8:30 – 9:30 am
- December 18, 2001, Bateson Bldg, 9<sup>th</sup> and P, Rm 332, 8:30 – 9:30 am

